

DATALOGIC INSTRUCTIONS

1. Spreadsheet should be created which lists the required approved positions and the approved Datalogic rate (hourly/daily rate paid employee plus 17%). Each year the new request should EXACTLY mirror the order of the previous year's PO. If a position has been eliminated, it should not be included but the order should be the same. New positions should be at the end. For example, if line item 1 on previous PO was Data Entry Clerk and Data Entry Clerk is needed for the new FY, the first position on the spreadsheet should be Data Entry Clerk. Job titles should be **EXACT (same as on Personnel Job Specification)**
2. Spreadsheet must include:
 - a. Name of agency at top of spreadsheet as well as a spaces for PRIOR PO# and NEW PO#. New PO number can be added later and should be included on all Request for Change Spreadsheets.)
 - b. RISAIL Location Number for Master Blanket.
 - c. 1st column – Position Title (Must agree exactly with title approved by Office of Personnel.)
 - d. 2nd column – Work being Performed
 - e. 3rd column – Estimated # of hours – Total number of hours of service of all individuals hired with that job title.
 - f. 4th column - Approved Rate paid employee
 - g. 5th column – Rate paid Datalogic (O overhead of 17% plus rate in Column 4.)
 - h. 6th column – Total Item Annual Cost – (Column 3 x Column 5)
 - i. 7th column – Account Number(s) for funding sources.
3. At bottom of Column 6 must be a total of all item costs. This is the Control Value for the Master Blanket.
4. Job specifications must be attached to the spreadsheet (one for each job title). Make sure job specification is **latest** revision and that the specifications are in the same order as the titles listed on the Spreadsheet.
5. Spreadsheets and all attachments should be sent to Personnel (Jim Pitassi) for Personnel approval. Mr. Pitassi will forward the package to Tom Mullaney for Budget approval. **The only way Datalogic will receive a job specification is attached to a purchase order or change order.**
6. Upon receipt of approved spreadsheet, and **if all the above instructions have been followed**, Purchasing will issue a Master Blanket and send it to Datalogic.
7. Any additions or changes to blanket control from that point on should be added in the same format to the ORIGINAL spreadsheet and submitted to Tom Mullaney for approval before a change order can be issued.
 - a. To add more hours/days to existing line items, add another line(s) to the spreadsheet with appropriate titles and rates. Add the original title and the new line items totals to obtain a new Master Blanket Control Title. Send to Tom Mullaney for approval before a Master Blanket Change can be issued.
 - b. To add new specifications, submit revised spreadsheet using the same instructions as above and attached specification. Submit to Jim Pitassi for Personnel approval and he will forward approved spreadsheets and specs to Tom Mullaney.
 - c. To change rates, submit revised spreadsheets using the same instructions as above but add line items with rate differences at bottom of spreadsheet, i.e., if rate for Data Entry Clerk has changed by \$1.50/hr, add a complete line item for the difference (including overhead) for the remainder of the year and include this in the revised requested Control Total.

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8. Once Master Blanket has been issued, a release must be created, approved by an authorized agent, and sent to the vendor **BEFORE** the vendor can recruit and assign staff to the agency requesting such service. The "Release" should mirror the Blanket Master items EXACTLY and must specify the number hours of service required for the fiscal year. **Release signed by Authorized Agent must be received by the vendor before any hiring by DATALOGIC will take place.**

SPECIAL INSTRUCTIONS

DO NOT download Datalogic employee contracts, have individuals fill them out and tell them they are Datalogic employees. Refer potential employees to Datalogic.

DO NOT tell any Datalogic employee when to start. Refer them to Datalogic for instructions.

DO NOT assume that a Datalogic employee will continue to be employed when the current Master Blanket expires.

Submit FY2005 Spreadsheet requirements by May 14, 2004. Purchasing will try to have all new FY Master Blankets created by June 1 when the new FY accounts will be available. As soon after June 1 as possible, create new FY 2005 Releases and send to Datalogic to avoid breaks in service.